

**Reading Climate Change Partnership**  
**Board Meeting Minutes, Tues 22<sup>nd</sup> Sept 2020**  
**TEAMs meeting online, 10:00-11.30 pm**

Attendees:

Tracey Rawling Church (co-Chair, will Chair today, TRC) , Tim Dixon (co-chair, TD), Willem Londeman (WL), Poppy Harris (PH), Chris Beales (CB), Cllr Tony Page (TB), Tricia Marcouse (TM), Paul Harrison (PHa), Katie Brett (Support Officer, KB), Peter Moore (guest, PM), Natalie Ganpatsingh (observer, NG)

Apologies:

Ben Burfoot (BB)

Item	Action
Apologies from Ben Burfoot Paul Ducker (late)	
<p>Minutes of last meeting - approved</p> <p>Outstanding actions-</p> <p>Benefits of tackling climate change section: PM stated that many respondees highlighted many positive changes from climate change. It was agreed to site these ideas more in the document and emphasise the positives and many benefits. We are to use this in the wider communications too.</p> <p>NG to share this research report highlighting the linkage between nature and climate engagement. (NG highlighted there is new evidence from a report by Exeter and Derby University (by Miles Richardson of the Nature connectedness grp) that immersion in the natural environment in itself leads to pro environmental thinking and behaviour.). TO DO</p> <p>PM to link with RE3 staff to ensure they use climate change messaging in their food waste communications work</p> <p>CB and PM to discuss the Kennet Meadows project with Thames Water. progressing</p> <p>All agreed we need a 'What are the 3-10 things you can do' as a individual in our communications plan. IN PROGRESS</p> <p>Infectious disease to discuss – TRC and NG</p> <p><b>Funding</b> BB to clarify if income from solar panels on schools will be affected by lockdown – as has happened in other locations. As we receive our funds through the feeding tariff it was felt unlikely to impact.</p>	<p>TRC</p> <p>NG</p> <p>PM</p> <p>CB/PM</p> <p>TRC</p> <p>TRC/NG</p> <p>BB</p>

**Strategy document**

PM led a discussion on the consultation feedback incorporation. He thanked all the theme leads for their reflections on the consultation feedback in a timely manner, especially the new theme leads Paul (PD) and Natalie (NG) who came in later and did a great job.

PM hoped that we can confirm we are happy with the changes that have been made and the detail added. And satisfy ourselves of the rationale for not incorporating some of the feedback.

PM has now incorporated, into the final strategy document, all the amendments that were needed after feedback from the public consultation. PM’s paper that he wrote for RBC committee – on our response to the consultation, states a clear rationale for the changes that have not been made.

PM asked all to confirm they are happy with the changes made, the detail and emissions – stated in his detailed complimentary document.

PM already received feedback bilaterally from PD and the transport team which will be incorporated.

TD thanked PM and colleagues on work they have done. He felt the document puts the RCCP is a very strong position – especially the changes that he has made on pg 22-23 – the paragraphs on lessons from pandemic.

PM to look at wording in Para 3.4 – first paragraph- first sentence

TRC also thanked PM and his team. There has been a lot of work done under very tight time constraints. The document looks great. She then invited the theme leads to feedback on their sections of the strategy

Energy – PM covered for BB. He stated that BB has sent him a good summary of how he accounted for the consultation feedback. There are big challenges around housing retrofit. Money is now coming through on this – and we have put a bid in the first round of the Government’s Green Homes Grant, and will apply again in the second round next year. This will help to fill a resources gap where we were high on ambition. No questions or comments from the floor.

Transport – PM confirmed that more ambition has been added to the targets. LTP process still ongoing and needs to be added as a caveat.

TP – wanted to add that RBC are waiting to hear from government about additional funding for local transport initiatives. We hope to hear in October if successful.

Targets will need to be kept under constant review. The narrative is clear enough. The amended figures against targets in the document will be regularly reviewed.

The problem we have in areas like Reading, Nottingham and Brighton (being the 3 preeminent public transport regions outside London) is that usage of public transport within and into and out of the town is so depressed at the moment – and we want to get it back as soon as safe to do so.

PM

PM

<p>PM to qualify the sentence on Pg 37 in regards the need to reduce ‘unsustainable’ travel</p> <p>PD arrived</p>	<p>PM</p>
<p>TD stated the need for some consistency on target dates in the action plans. All agreed that PM to check that all action plans state ‘a calendar year quarter’ where more clarity on target dates is needed</p> <p>Resources - PD – stated that five years is a long time in regards planning, and he sees the action plan evolving a lot during this timeframe. We have added a more waste hierarchible viewpoint. Adding targets and measureables is also challenging and will be picked up in the first year of the action plan. PM – reminded PD he has done an excellent job and he is very grateful for his efforts.</p>	<p>PM</p>
<p>CB- Water – the theme group discussed the feedback in detail. We have incorporated most of the feedback. We want to publically acknowledge some items, but they do not warrant being in the strategy – for example Thames Water’s leakage challenges which is more complex than in our strategy. It was noted that during the bright spring and Covid 19 lockdown there was an enormous increase in demand for water, and we were close to getting sector cuts in water in Reading. Water supply is important to consider.</p>	
<p>PM document addresses the general response to consultation feedback. PM will make a few amendments as needed to this document and then it can be uploaded onto website, as a Right to Reply to the public.</p>	<p>PM/CB</p>
<p>TM – Nature. KB to send PM TM’s excel spreadsheet highlighted her review on each consultation response rationale</p>	<p>KB</p>
<p>Narrative – progress to date paragraph – insert that Reading has begun its rewilding of road side verges.</p>	<p>PM</p>
<p>The England tree strategy is currently being developed – which will be published later than the local tree strategy. This talks about trees in towns. TM/PM to add an action on the nature plan to digest national tree strategy and relevant funding opportunities</p>	<p>TM/PM</p>
<p>‘N21’ duplication</p>	<p>PM</p>
<p>TD – when using abbreviations – please add this to the short list of acronyms, aswell as explain when first stated.</p>	<p>PM</p>
<p>NG – Health - tried to incorporate feedback from consultation. She has added Wellbeing into health, and broadened the definition of health, including the social determinants of health. Brought in nature links and met with TM in this regard. Looking at health inequalities in relation to climate change. NG found it challenging to find ownership to the actions. Some tbc via future meetings.</p>	<p>NP/PM</p>

<p>The psychology of behaviour change and climate action – in terms of communication - health and wellbeing messaging is key to this area of work and needs to be investigated further.</p>	<p>NP/TRC</p>
<p>PM – NG did a great job of reflecting feedback – much more rounded and robust theme now. He reiterated that all action in the plan need an agreed lead. If not – the action needs to be removed and added later.</p>	<p>NG</p>
<p>NG to talk with TD about the University’s involvement with the Adept Live Lab</p>	<p>NG/TD</p>
<p>TRC – Covid in the health theme: Gill had previously decided to exclude infectious diseases from the action plan – as it was felt it was not a significant risk to Reading at the time. Now the context has changed. NG to add an action on ‘understanding the risks of and preparing to mitigate against the risks of diseases connected to climate change’</p>	<p>TRC/NG</p>
<p>CB – stated there are challenges when Covid mixes with heat issues too, and the need to adapt to multiple events (i.e. when there is a lack of water and the health issues). Add an action to research these areas over next 5 years. NG to share new action with CB for cross reference</p>	<p>NG/CB</p>
<p>TRC – comms and engagement section of strategy – drawn from all the themes. This defines how we will engage with public in promoting the actions and prompting the right behaviour changes and creating different collaborations and interest groups for different parts of the strategy. See more detail in next agenda item below</p>	
<p>All agreed they are happy with the narrative and action plan.</p>	
<p><b>Next steps</b></p>	
<p>A discussion was had around what should our public facing brand be – especially in regards the strategy document. It was confirmed that the strategy will be branded by the entity Reading Climate Change Partnership. Acknowledgments will be in the document for name checks. It will be acknowledged as a collaborative process. RCCP is the organisation in the background and ReadingCAN, BCAN etc is the delivery mechanism for the actions.</p>	
<p>TRC confirmed that what we are doing is not incorrect. The introduction states its an open and transparent collaboration.</p>	
<p>TRC clarified the plans for the design and publication of the document. The full strategy (80 pages) will only be presented as a pdf download. A 4 page summary document will be available to print – in order to take to events, libraries etc. RCAN will be lead brand on this. The quotes for artwork is being sort. TRC to approve cost by email. It was confirmed that all will be in web accessible format – all components will be produced in full on website</p>	<p>TRC</p>
<p><b>Clarifying next steps and signing off strategy:</b></p>	

<p>PM - Next steps – timescale is driven by RBC timeframes. PM will make the changes mentioned today by Thursday – and admit the first draft for committee – approval on Nov 2<sup>nd</sup>. We can still make minor changes during this time. All to promptly get text changes to PM asap (by end of the week).</p> <p>The images for the document need to be in higher resolution than currently shown. All felt they were good enough for a downloadable pdf. KB to check with the designer that all images have relevant permissions sought/credited.</p>	<p>TRC</p> <p>KB</p>
<p><b>Communication and engagement update:</b></p> <p><b>Launch event</b> All guest speakers confirmed accept Alok Sharma, which is being followed up this week when TP meets with him. The eventbrite link is being set up and then invites will be sent out to targeted individuals. We will be actively seeking questions from organisations – with a view of making sure a diverse range of groups are engaged.</p> <p><b>Reading Climate Festival (9-13 Nov)</b> There has been 30 expressions of interest to host an event in this festival week. Enquiries are still coming in. It will be a challenge to schedule them all effectively so there are no clashes.</p> <p>KB/TRC to share festival schedule with all. All to note emissions – and to help to fill in gaps/add variety. Especially from organisations outside the environment sphere i.e. cultural influence</p> <p>Reading Culture Live has funded the logo mock up for festival – branding shared with all. Use climate stripes as main graphic element. And event promotion logo set up</p> <p>The toolkit to promote the festival will be ready at end of week. It was suggested that the Reading Climate Festival imagery states it is ‘brought to you by or in association with ReadingCAN and..’ TRC – agreed</p> <p>CB wanted to thank the team, and stated that he felt the festival will be a great splash for the town and hopefully encourage more people to join ReadingCAN. Reading’s Covid Recovery Plan from Reading UK will be launched during the festival which will help to mainstream climate change into Readings future strategies.</p> <p><b>Comms plan and activities</b> We are preparing a rolling annual activity and action plan to drive social media activity, and push people back to the website. Use local initiatives, national campaigns etc as hooks for activities. Being opportunistic with media hooks.</p> <p>Oracle has provided a volunteer to support on social media and the content plan. All to feed. TRC expressed concern for resource to manage such a big programme of communications activity. Additional funding is being sourced to support us going forward</p>	<p>TRC/KB All theme leads</p> <p>TRC</p>

<p><b>Website – wireframe and suggested design</b></p> <p>Website development is on schedule. The wireframe has been completed (the skeleton of the site). Process of finalising the design concept. A lot of content is being migrated from the old website. The ‘About us’ section will be expanded and enhanced. Designed to be updated easily by non-expert contributors – content management system and user training. ‘What can I do?’ area of website – will focus on inspiring action. We will have sufficient content on the website for the launch, and more will be added in due course.</p> <p>The principles we have prioritised are being engaging, action orientated and easy to navigate. The agency we are using uses neuro web design principles and focus on understanding the user journey and organising all the content from the users perspective. Importance of social proof to inspire confidence and engage visitors.</p> <p>TRC gave a wireframes and home page demonstration. Attendees gave feedback in Teams Chat - All were pleased with the demonstrations and shared their thanks.</p> <p>TM - Can you search for specific items from the front page ? – TRC to investigate a search facility being added to website</p> <p>PM, TP left</p> <p>The website will go live on 9<sup>th</sup> nov. we will have access to the final draft of the site the week before.</p> <p>All encouraged to send their comments to TRC – as time was tight to hear feedback</p>	<p>TRC</p> <p>All/TRC</p>
<p><b>Current ‘Reading Means Business on Climate Change’ Strategy? - update</b></p> <p>Reading’s currently ranked 4th in country – BB to explain the figures</p> <p>Ran out of time, written report will be sent to all</p>	<p>BB/PM</p>
<p><b>Budget</b></p> <p><b>Funding</b></p> <p>It was agreed that a fund would be made available for volunteers working on action plans – for travel, printing etc with relevant supporting receipts.</p> <p>KB to share funding summary doc with all</p> <p>We will be reintroducing small grants in near future – this has been built into new website</p>	<p>KB</p> <p>TRC/TM</p>
<p><b>Governance Update</b></p>	

TD – this is work in progress – and will include reference to funding opportunities. Waiting for strategy sign off first	
<b>AOB</b>  Next meeting: Tues 3 <sup>rd</sup> Nov 10-12noon	